

## **IFMSA SCORE TERMS AND CONDITIONS For Exchange Students**

### **Background**

The International Federation of Medical Students' Associations (IFMSA) performs a limited coordination function for the benefit of its National Member Organisations (NMOs) which offer exchange programs for their students. Each NMO has a number of medical faculties, known as Local Committees (LCs), which participate in exchange programs in its country. The sending NMO and hosting NMO have an agreement for the operation of the exchange program between them. IFMSA is not a party to that agreement. The IFMSA Standing Committee on Research Exchange (SCORE) coordinates the research exchanges at the international level and all NMOs participating in research exchanges are subject to the rules and regulations stated in the SCORE Regulations.

A student may apply to participate in a SCORE research exchange only through their sending NMO. Once a student has been accepted for an exchange program by the sending NMO, he/she will be assigned an Application Form (AF) on the IFMSA exchange platform (database). After filling in the AF and uploading all required documents to the Card of Documents (CoD), the AF will be sent to the hosting NMO. The hosting NMO will process the application and place the student in a research project, and will then issue a Card of Acceptance (CA) to the student. The student must then confirm their exchange and travel itinerary by filling in and sending the Card of Confirmation (CC). The student must bring the SCORE Logbook with them on the research exchange, provided by the LC. After the exchange, the student must fill in the Evaluation Form in the database to complete their exchange.

The Exchange Conditions (ECs) of the hosting NMO describe the framework of how the hosting NMO organizes the exchange program for the incoming student and what requirements must be met by the student. The ECs of the NMOs can be found [here](#).

The SCORE Regulations can be found [here](#).

### **Exchange Student**

First name and family name: .....

Date of birth: .....

Sending NMO: .....

## Terms and Conditions

For my participation in a research exchange through my National Member Organization (NMO), I agree to abide by all the terms and conditions stated below and I give the waivers and releases there set out:

1. I have read and agree to comply with the Exchange Conditions of the hosting NMO. I accept responsibility for any losses caused by my failure to comply with the ECs.
2. I understand and confirm that the agreement for any research exchange in which I participate is between myself and my sending NMO, and not between myself and IFMSA.
3. I assume all risks associated with my participation in all activities that occur during the exchange, during related travel, and all other related activities. I agree to indemnify and hold IFMSA harmless from any and all damage or liability arising from or related to my participation in the exchange.
4. I agree to comply with the laws of the hosting country and I am responsible for obtaining my own health and/or travel insurance and/or other insurance according to the Exchange Conditions of the hosting NMO.
5. I understand that all NMOs, including my sending NMO and hosting NMO, are subject to the SCORE Regulations. I understand and agree that the SCORE Regulations will affect how these NMOs handle my exchange.
6. I agree that I am responsible for all fees set by my sending NMO for the exchange and that I will pay them in a timely manner, and that all fees are non-refundable except as may be approved by my sending NMO. I understand the hosting NMO is only obliged to provide free lodging and one main meal per working day for the duration of the exchange for any student who has paid the exchange fee.
7. I agree that I am responsible for uploading documents to and submitting my Application Form and Card of Confirmation by the deadlines stated in the Exchange Conditions of the hosting NMO. If the CC is not sent at least 4 weeks before the start of the exchange, I understand that the hosting NMO has the right to cancel the exchange. Any exceptions to this rule must be agreed upon by the sending and hosting NMOs.
8. I understand that the hosting NMO will aim to host my exchange during my desired period, but the exchange period is subject to the applicable Exchange Conditions and the contract signed between the sending and hosting NMO. I understand I am not guaranteed a placement in my choice of LC and city, and preferred research projects.

9. I agree that I am responsible for meeting all passport and visa requirements of the hosting NMO. Any problems caused by failure to review and meet these requirements are solely my responsibility.
10. I will arrive by the first day of the research exchange period or at least no later than 4 days after the start of the period. If I fail to do so without informing the hosting NMO, I no longer have the rights to a guaranteed research exchange as stated in the CA.
11. I understand I am responsible for requesting any invitation letter or other documents required to issue my visa at least 2 months prior to the start of my exchange. If hard copies are needed, I agree that I am responsible for requesting such documents from the sending NMO at least 1 month prior to the IFMSA March Meeting or IFMSA August Meeting, in the year of my exchange. Otherwise, I will be responsible for paying the mailing fees for the hard copy invitation letter.
12. I understand that I must fill in the Evaluation form in the Database after it becomes available after the 3rd week of my exchange and before my exchange is completed.
13. In order to receive an IFMSA SCORE Certificate, I must meet the following requirements:
  - a. Fulfill all the requirements of the department and the LC.
  - b. Fill in the Evaluation Form in the Database before the end of the exchange.
  - c. Fill in the SCORE Logbook properly.
  - d. Regularly attend at least 80% of the working hours of the project, or the number of hours stated in the ECs of the hosting NMO.
14. I understand I am obliged to attend the department and research project I have been assigned to for the whole duration of the research exchange period.
15. I will strictly follow policies and regulations of the hosting hospital, laboratory, university and/or affiliated institutions that do not contradict the ECs of the hosting NMO. Failure to do so may result in cancellation of the remaining period of the exchange and losing all my rights without compensation.
16. I will strictly follow the code of conduct of IFMSA and the hosting NMO. Failure to do so may result in cancellation of the remaining period of the exchange and losing all my rights without compensation.
17. I agree to uphold patient confidentiality at all times during my exchange.
18. I understand that I must have adequate knowledge of the English language or the

language agreed upon by the sending and hosting NMOs for my exchange, otherwise, I can be excluded from the exchange program.

19. If the hosting NMO/LC does not fulfill its obligations, I understand that I must discuss the problem with my Local Officer on Research Exchange (LORE) and/or my LC immediately upon encountering the problem. If the problem is not addressed, I will contact my National Officer on Research Exchange (NORE), if the LORE has not yet done so.
20. I understand that I will not be expected to pay additional costs to the hosting NMO unless indicated in the ECs or in the exchange contract. If such payment is requested, I am expected to contact my LORE as soon as possible. Social Program is not subject to this as it is not a requirement for an exchange.
21. Any concerns I have regarding compensation and complaints must be made directly to my sending NMO. My sending NMO may choose at its discretion to follow up on the case by using IFMSA channels in accordance with IFMSA Bylaws and SCORE Regulations.
22. I understand that IFMSA is not bound by any waivers or consents, nor responsible for any instructions or communications, made or given by the involved NMOs.
23. I accept responsibility for any losses caused by my failure to comply with the SCORE Terms and Conditions. If any provisions or part of these terms and conditions is found to be unenforceable, all other provisions will remain in full force and effect.
24. I understand that continuing with the application process for an IFMSA Research Exchange also represents my acceptance of these terms and conditions.

**I confirm that I have read, understood, and agree to the IFMSA SCORE Terms and Conditions laid out in this document:**

Location, Date .....

Signature .....